



STREET ACCEPTANCE PRECONSTRUCTION CHECKLIST

District: _____

Meeting Date: _____ Locality/Route number _____

Project Name: _____

VDOT Contact and Number: _____

Attendees

Name	Company	Phone	Email

General

- 1. **All testing, inspection, and documentation for the project are the ultimate responsibility of the owner/developer. Noncompliance with any VDOT requirement may jeopardize the acceptance of project by VDOT.**
- 2. Owner/Developer shall maintain VDOT and Locally approved plans onsite.
- 3. Owner/Developer is responsible for informing the property owner(s) adjacent to the development prior to commencement of construction activities.

Inspection Items

- 4. Enclosed drainage systems shall be inspected prior to backfilling.
- 5. Any enclosed utility placements within the right-of-way shall be inspected prior to placement of backfill.
- 6. The construction of the cuts and fills shall be inspected, including field density tests, before placement of roadbed base materials.
- 7. A final pavement design, based on actual soil characteristics and CBR values shall be completed and approved before any roadway elements are constructed on the finished subgrade (Curb, curb and gutter, stone, under drain, etc).
- 8. Finished subgrade inspection shall include density and moisture content testing. Verify shape and stability of finished subgrade through visual inspection and proof roll.
- 9. Placement of aggregate base shall be consistent with approved pavement design and VDOT Specifications, to include stone depths, density and moisture tests. Placement of asphalt paving course(s) is to be performed immediately following approval of the aggregate base.
- 10. Video inspection of all storm sewer and underdrain systems shall be completed prior to placement of the surface course.
- 11. Construction of surface pavement shall be inspected, including depth and density, upon completion as part of the final inspection.
- 12. All pavement markings, signage and guardrail shall be in accordance with the approved plan. Prior to placement of pavement markings, signage and guardrail, an on-site meeting with VDOT is required.

- 13. Contractor shall maintain all environmental controls per the approved plan. Additional controls may be required based on field conditions. Environmental controls shall not be removed prior to achievement of upslope stabilization as well as State and Local approval.

Testing and Reporting

- 14. The Owner/Developer is responsible for communicating and scheduling the inspection/testing firm’s technicians and to provide notification to VDOT.
- 15. The Owner/Developer is responsible for contracting with a testing firm knowledgeable of VDOT inspection procedures and specifications. All test results shall be certified and provided to VDOT on VDOT forms.
- 16. The Owner/Developer shall verify that inspectors, technicians, and testing laboratories used on the project are qualified and/or accredited as defined in VDOT's Materials Division “Manual of Instructions” when independent firms or labs are used.
- 17. The Owner/Developer is responsible for the submittal to VDOT and retention of all required documentation as dictated by VDOT Standards and Specifications including all incorporated references from the approved construction plan.
- 18. When placing fill, the contractor shall complete corrective measures, if necessary, and complete additional proof rolls until the course is deemed satisfactory (subsequent layers shall not be placed until each layer has been deemed acceptable).
- 19. The Owner/Developer shall submit material sources, type, supplier and producer (via VDOT Form C-25) to VDOT for approval prior to use on-site.
- 20. The Owner/Developer shall coordinate with the locality and VDOT to ensure that material testing is performed in accordance with locality and VDOT specifications and requirements.
- 21. The contractor shall notify VDOT when site conditions require changes in construction techniques or vary from approved plan conditions.
- 22. The Owner/Developer shall verify the existing pavement structure of the adjacent lane for all road widening and turn lane projects prior to finished subgrade.

Other

- 23. Review applicable work area protection measures.
- 24. VDOT Inventory Structures: If applicable, review additional inspection criteria for items that meet the benchmarks to be an inventoried structure (e.g. bottomless culverts or culverts with an opening greater than 36 square feet; if there are multiple lines of pipe or box for one culvert (the clear distance between the lines must be less than half the culvert opening); any structure greater than 20' in clear length; all bridges, even if less than 20' in clear length).
- 25. Driveways shall be installed using applicable CG-9 or PE-1 Standards and approved culvert materials where applicable.
- 26. Lighting, landscaping, irrigation, or other non-standard items are not allowed in the right-of-way unless covered by Land Use permit.
- 27. Provide the Owner/Developer a copy of the Road Acceptance Flowchart.
- 28. Project Specific Items (specify below):

Owner/Developer (representative) Signed: _____

Copies To:
 Owner/Developer via email
 Attendees via email

VDOT Representative Signed: _____